

Tempe Fire Department Policies and Procedures
Fire Battalion Chief
410.02C
Rev 6-30-03

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of administrative and managerial duties for the Fire Department; to supervise and serve as chief field officer in directing the response, readiness and activities of multiple fire companies; and to provide administrative support to the Fire Chief.

Supervision Received and Exercised:

Receives general direction from the Assistant Fire Chief or from the Fire Chief.

Exercises direct supervision over assigned sworn staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Exercise management and leadership responsibilities in the day to day activities and functions of the department.
- Serve as Shift Commander or District Manager, managing, directing and organizing the assigned section; manage, supervise and coordinate operations activities, including fire suppression, EMS and hazardous materials response.
- Serve as staff Program Manager in areas such as special operations, medical services and other related programs; recommend goals and objectives; assist in the development and implementation of policies and procedures.
- Supervise and coordinate fire suppression companies on an assigned shift; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Interpret and apply departmental policies and procedures; enforce compliance.
- Prepare and review forms, reports, schedules, recommendations and other administrative records related to fire suppression, training or other special programs as assigned.
- Oversee the budget of assigned area; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Prepare special research reports and develop programs as assigned.
- Represent the Fire Department and the City in public appearances regarding fire suppression, fire prevention and related subjects.
- Command fire fighting activities in response to fire alarms; decide on the methods of combating fires; direct fire fighting until relieved by an Assistant Chief or the Fire Chief.
- Supervise the rescue of persons, hose and ladder operations, fire stream operations, ventilation of buildings, emergency medical services and salvage operations.
- Prepare, direct and coordinate training programs; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Conduct periodic familiarization inspections of the City to insure continued knowledge of structural conditions and associated fire protection considerations.
- Manage the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years as a Fire Captain.

Training:

An Associate of Applied Science degree in Fire Science from an accredited college or university; or a minimum of 60 hours of college credit course work in business or public administration or related field leading to a Bachelor's degree, plus the educational requirements for Captain candidate eligibility (waived if currently on the BC eligibility list).

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Emergency Medical Technician Certificate.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials First Responder or Hazardous Materials Technician Certificate.